

General Relief (GR) Program Guide (PG) Letter #60

June 16, 2010

Subject	MEDI-CAL ELIGIBILITY DATA SYSTEM (MEDS) SOCIAL SECURITY NUMBER (SSN) VERIFICATION CODE, INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS) CONTACT LETTERS AND MONTHLY ELIGIBILITY REPORT (CW 7) DUE DATE UPDATES
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Effective Date	Upon receipt
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References	<ul style="list-style-type: none">• Medi-Cal Eligibility Division Information Letter (MEDIL) I-10-03• GR Memo 10-02• County Policy
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Purpose	<p>The purpose of this Letter is to provide updates to the:</p> <ul style="list-style-type: none">• MEDS SSN verification codes;• IEVS Contact Letters; and• due date for the Monthly Eligibility Report (CW 7).
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Background	<p>MEDS verifies the applicant's/recipient's SSN with Social Security. The result of this match is shown in the SSN verification field on MEDS. Previously, the code for a verified SSN was "J."</p>
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With the implementation of CalWIN in June 2006, the Client Correspondence subcommittee identified the form CSF 48, Financial Institution Asset Information Request, as the replacement to forms 16-18 DSS, Resource Contact Letter, 16-19 DSS, Resource Verification Questionnaire, and 16-20 HHSA, IEVS Contact Letter.

The due date showing on the CW 7 form is the 5th day of the month. The GRPG indicated the due date for the CW 7 as the 11th day of the month.

Changes	<p>As of October 1, 2009, the Department of Health Care Services (DHCS) revised the SSN verification procedures. SSN verification will be completed in this new process on a daily basis. The revision also changed the SSN verification codes shown in MEDS. During 2010, DHCS will be re-verifying SSNs that were previously verified on a flow</p>
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basis and updating the SSN Verification code. Workers will know the update has occurred if the SSN Verification code has been updated when reviewing MEDS.

A recent Service Request (SR) discovered that the CSF 48 is not programmed in CalWIN for use in GR cases. Forms 16-18 HHSA, 16-19 HHSA, 16-20 HHSA have been updated and must be used when IEVS has an asset or income match for a GR applicant/recipient that must be clarified.

The GRPG is now updated to match the CW 7 due date of the 5th day of the month. This will also match the update recently made to the requirements for the return of the Job Search form, 11-7 HHSA.

**SSN
Verification**

Acceptable SSN verification codes are as shown in the table below.

Clearance Date	Acceptable Code
Before September 25, 2009	J
After September 25, 2009 until DHCS re-verifies the SSN	W
After DHCS re-verifies the SSN in 2010	A

**IEVS
Resource
Match**

When IEVS shows a match for unreported resources the worker must send the GR applicant/recipient forms 16-18 HHSA and 16-19 HHSA. The 16-18 HHSA provides the information about the resource and the 16-19 HHSA requests information from the applicant/recipient about the resource.

**IEVS Income
Match**

When IEVS shows a match for unreported income the worker must send the GR applicant/recipient form 16-20 HHSA. This form provides information about the match as well as requesting verification from the applicant/recipient.

**CW 7 Due
Date**

The CW 7 due date is the 5th day of the month following the report month.

Forms Impact

Forms 16-18 HHSA, 16-19 HHSA, and 16-20 HHSA have been uploaded into iWay and are available to be ordered.

**Imaging
Impact**

No impact. SSN Verification is already being imaged.

**Automation
Impact**

No impact.

**ACCESS
Impact**

No impact.

**Quality
Assurance
Impact**

Effective with the July 2010 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirements of this Letter.

**Summary of
Changes**

The table below shows the changes to the GRPG.

Section	Changes
<u>90-100.10</u>	Updated MEDS SSN verification code information.
<u>90-170.8</u>	Updated instructions for IEVS matches.
<u>90-300.2</u>	Updated instructions for IEVS asset matches.
<u>90-400.2</u>	Updated instructions for IEVS income matches.
<u>90-600.9</u>	Updated CW 7 due date.
<u>90-700.21</u>	Updated CW 7 due date.

**Manager
Approval**

ORIGINAL SIGNED BY:

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